

OPENING THE POLLS CHECKLIST

The following checklists are compliments of John Puzauskas, Hank Naour, and Bob Fisher, three of your fellow election judges.



1. It's 5:00 a.m.

Getting Started:

- Remove, administer, and all five judges sign Oath of Office. (Sleeve 2 in Binder)
- Prepare and put on the Election Judge name badges. (Sleeve 2 in Binder)
- Check supplies. You should have the following:
 - Black AccuVote bag containing the AccuVote unit, power cord, and keys
 - Touch Screen machine and box containing printer housing
 - Suitcase containing supplies (including red and blue bag for voted ballots at end of night)
 - Green and yellow bag containing ballots and applications

2. Prepare the Voting Equipment:

- Prepare the AccuVote unit for Voting. (See separate instructions included in this sleeve.)
- Prepare the Touch Screen unit for Voting. (See separate instructions included in this sleeve.)

3. Check In Ballots and Prepare the Official Ballot Record

- Remove the Certification of Inspection from the Sleeve 4 of the Binder.
- Verify the numbers of ballots are listed correctly.
- Separate the different ballot styles.**

4. Organize the Polling Place

Set up Station 1 with the following:

- "Suggested Station 1 Checklist" (Page 7a of Binder)

- “Start Here” sign (Before the Polls envelope)
- Precinct Voters List (Sleeve 6 of Binder)
- Absentee Voters List (Envelope with Absentee Ballots)
- Pens (supply bag)
- Pollwatcher Register and sample pollwatcher credentials (Sleeve 3 of Binder)
- Precinct map (Sleeve 8 of Binder)
- Polling place lists (Sleeve 8 of Binder)



Set up Station 2 with the following:

- “Suggested Station 2 Checklist” (Page 7b of binder)
- Preprinted applications (green and yellow bag)
- Blank applications (Sleeve 13 of Binder)
- Affidavits (Sleeve 13 of Binder)
- Report to Election Authority by Judges of Election for Address Changes and Deceased Persons (Sleeve 12 of Binder)
- Report of Judges of Election to Election Authority of Persons Voting by Affidavit (Sleeve 12 of Binder)
- Judge of Election Facsimile Signature Report for Preprinted Applications (Sleeve 12 of Binder)
- Track Your Numbers sheet (Sleeve 15 of binder)
- Ballot Entitlement (Page 9 of binder)
- Black Pens (supply bag)



Set up Station 3 with the following:

- “Suggested Station 3 Checklist” (Page 7c of Binder)
- Official Ballots (green and yellow bag)
- Ballot Secrecy Covers (During Voting envelope)
- Red pens for initialing ballots (supply bag)
- List of Valid Write-Ins (Sleeve 10 of Binder)
- Affidavit of Voter Code Corrections (Sleeve 13 of Binder)
- “Spoiled Ballots before 7:00 p.m.” envelope (During Voting envelope)
- Black pens for marking ballots (supply bag)
- Demonstrator ballots (Sleeve 14 of Binder)
- Narrative for Demonstration (Page 14a of Binder)

- Tissues for cleaning demonstrator ballot (supply bag)
- Voter Access Card Encoder (front pouch)



Set up Station 4 with the following:

- “Suggested Station 4 Checklist” (Page 7d of Binder)
- Ballot secrecy cover (During Voting envelope)
- “I Voted” stickers (supply bag)



Hang the remaining polling place signage and prepare voting booths:

- No Smoking, Polling Place, Instructional, etc. (Before the Polls Open envelope)
- Specimen Ballots (Sleeve 5 of Binder)
- Hang an Instruction for Marking Ballot sign in each voting booth (Before the Polls Open envelope)



Extra Supplies should be placed in a convenient location for all Election Judges to use as necessary. Extra Supplies include tape, extra felt tip markers, extra pens, magnifying sheet, etc.



AT 6:00 A.M. ANNOUNCE THAT THE POLLS ARE NOW OPEN

- If you are working in your home precinct, vote at 6:00 a.m. This will ensure that the machine is working properly.
- Read through the Suggestions, Reminders, and Helpful Hints.

Have a Great Day!!